



TOWN OF COLMA PROJECT PERMIT APPLICATION

Application and Fees (payable to Town of Colma) for:

- Exemption from CEQA
- Negative Declaration (CEQA)
- EIR (CEQA)
- General Plan Amendment
- Zoning Reclassification
- Parcel Map/Lot Line Adjustment
- Subdivision Map (5 or more lots)
- Variance
- Conditional Use Permit
- Sign Permit
- Tree Permit
- Grading Plan
- Planned Development
- Design Review
- Other _____

Property Address: _____

Assessor's Parcel No.: _____ (found on property tax bill)

Existing Zoning Designation of the Project Site: _____

Project Description: _____

Applicant

Name: _____ Telephone No.: _____

Mailing Address: _____

Email Address: _____

Name of Person or Entity carrying out the Project

Name: _____ Telephone No.: _____

Mailing Address: _____

Email Address: _____

Property Owner (if other than Applicant)

Name: _____ Telephone No.: _____

Mailing Address: _____

Email Address: _____

This section to be completed by the Planning Department.

Application Submittal Checklist:

Date Rec'd Stamp

Resub. Rec'd Stamp

_____ Fee: \$ _____

_____ CEQA Fee: \$ _____

_____ Required Drawings

_____ Supporting Statements

The Town of Colma Planning Department is open Monday - Friday – 8:00 AM to 5:00 PM

1190 El Camino Real, Colma, CA 94014

Telephone: (650) 757-8888 FAX: (650) 757-8890 Email: planning@colma.ca.gov

Project Description

Site Size: _____ Area of Buildings: _____
Number of Floors: _____ Building Height: _____
Number of Off-street Parking Spaces: _____ Covered: _____ Uncovered: _____
Area of Landscaping (square feet): _____
(Note: An Irrigation Water Management Plan may be required.)

Proposed Construction Schedule:

Associated or Related Projects (include any relationship to a larger project):

If the project involves **residential** use:

- a. Number of Units: _____
- b. Schedule of Unit Sizes: _____
- c. Range of Sales Prices or Rents: _____
- d. Expected Household Size: _____

If the project involves **commercial** use:

- a. Type of Use: _____
- b. Number of Employees: _____
- c. Square Footage of Sales Area: _____
- d. Description of Loading Facilities: _____

If the project involves a Use Permit, Variance, General Plan Amendment and / or Zoning Reclassification, you must provide written responses.

If the project involves construction or development of real property, provide all exhibits or materials required for design / development review.

Initial Study Information

Answer yes or no to each of the following questions. Will the proposed project have an effect on any of the items listed below? Please explain the items checked yes; attach additional sheets as necessary.

Yes No

1. Change in existing features of lakes, hills or substantial alteration of ground contours?
2. Change in scenic views or vistas from existing residential areas or from public lands or roads?
3. Change in pattern scale or character of development?
4. Create significant amounts of solid waste or litter?
5. Change in amount of dust, ash, smoke, fumes or odors in the vicinity?
6. Alteration of existing drainage patterns or change in water quality or quantity of any lake, stream or ground water aquifer?
7. Substantial change in existing noise and vibration levels in the area?
8. Is the site on filled land or on a slope of ten percent or more?
9. Does the project involve the use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives?
10. Substantial change in demand for municipal services (police, fire, water, sewer, etc.)?
11. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)?

Hazardous Waste and Substances

The project is is not located on a site listed by the state or county as a hazardous waste site. (Lists may be reviewed at the City Planner's office.)

Certificate

I certify under penalty of perjury under the laws of the State of California that I am the applicant an authorized agent for the applicant and that the information set forth in this application and all attachments is true and correct, to the best of my knowledge and belief.

Date

Applicant's Signature

I certify that I am the owner of the property affected by the proposed project and that I am fully aware of this application.

Date

Owner's Signature if other than Applicant

SUPPORTING STATEMENTS / INFORMATION

Supporting statements, drawings and other materials are **required** for specific types of permit applications in addition to the information provided in the permit application form. You must also provide written responses to the questions below for each type of permit requested in your application. You must also provide all required drawings, documents or other materials for each type of permit requested in your application.

Conditional Use Permit

1. A conditional use permit application will not be deemed complete unless the applicant provides written responses to the following questions:
 - a. Explain how the proposed project fits with other land uses in the area.

 - b. Explain how surrounding properties will be protected from damage.

2. For projects where construction is proposed, the applicant must submit accurate scale drawings (one full size copy and five copies reduced to 11" x 17"), prepared by a qualified professional (this varies depending on the type of project, however, the services of an architect, landscape architect or registered engineer should be utilized where appropriate for preparation of design and construction drawings). See the Development Review Checklist (Form Pg. 8) for a list of required exhibits. The applicant is advised to contact the City Planner at (650) 757-8888 prior to filing the application to confirm what drawings are necessary to adequately describe the project.

Variance from the Zoning Ordinance

1. A variance application will not be deemed complete unless the applicant provides written responses to the following questions:
 - a. Describe any special circumstances applicable to the property affected by the permit that make it different from other properties in the vicinity such as size, shape, topography, location or surroundings.

 - b. Identify any other properties in the vicinity having the same zoning designation as the subject property which enjoy the privilege that would result from the granting of the variance requested.

- c. Explain how the public health, safety and welfare will be protected if the variance is granted.

- 2. Where a variance from the ordinance involves a measured distance such as the setback for a building, the applicant must include an accurate scale drawing (three full size copies and one copy reduced to 11" X 17") showing the existing conditions of the property and identifying the area where the variance is to be applied.

Zoning Reclassification

A rezoning application will not be deemed complete until the applicant provides written responses to the following questions. A reference copy of the Colma General Plan and Zoning Map can be reviewed in the Planning Department and on the Town's website.

- 1. Explain how the proposed zoning will be consistent with the Colma General Plan.

- 2. Explain how the public health, safety and welfare will be protected if the proposed zoning is granted.

General Plan Amendment

A request for a general plan amendment will not be deemed complete until the applicant has provided written responses to the following questions. A reference copy of the Colma General Plan can be reviewed in the Planning Department and on the Town's website.

- 1. Explain why the proposed change is in the best future interest of the community.

- 2. Explain how the proposed change will be compatible with the Colma General Plan.

Lot Line Adjustment (CMC 5.02.030)

An application for a Lot line Adjustment must include the following:

- a. A completed application;
- b. Preliminary title report on all lots whose lines are being adjusted;
- c. Current deeds for all lots whose lines are being adjusted;
- d. New legal descriptions and corresponding revised deeds;
- e. A plot plan showing the location of the old and new lot lines;
- f. A diagram showing the proposed change and the relationship between the new lot line and any existing structures on properties affected by the change;
- g. Any other information determined to be necessary for review of the proposed work; and
- h. Required fee(s).

Tree Removal Permit

The applicant must provide accurate scale drawings showing: 1) Tree Location, the subject property, the location and type of the tree(s) to be removed; and 2) Tree Replacement, the location and type of replacement trees, and an irrigation plan for the replacement trees.

Subdivision Map or Parcel Map

All applications must include an accurate scaled map (three full size copies and one copy reduced to 11"x17") prepared by a registered civil engineer or licensed land surveyor in accordance with State of California Subdivision Map Act and Town of Colma Subdivision Ordinance standards. Applicants are advised to have their civil engineer or land surveyor contact the City Planner at (650) 757-8888 to confirm the map and submittal requirements.

Sign Permit

The applicant must provide an accurate scale drawing (three full size copies and one copy reduced to 11" X 17") showing the existing conditions / signage on the property and identifying the area / buildings where the proposed signage is to be located. Sign production drawings should be included showing sign faces, dimensions and placement on building elevations, pole and / or monument treatments. Applications for pole signs must include an estimate of the useful life of the pole sign and the cost to construct and erect the sign.

San Mateo County Storm Water Pollution Prevention Program

All projects will be reviewed at the planning permit phase and again at the building permit phase for compliance with the requirements of the San Mateo County Storm Water Pollution Prevention Program. This review relates to projects that propose new construction, grading or which involve construction related activities. A list of Best Management Practices for the prevention of storm water pollution is available at the website: www.flowstobay.org. Submit C-3/C-6 checklist (refer to County website at www.flowstobay.org.)

As of December 1, 2011, projects are required to comply with new Low Impact Development (LID) standards. Consultation with Planning Department staff is recommended before submittal.

For projects of one (1) or more acres, a Notice of Intent (NOI) and a copy of the SWPPP must be submitted to the State Water Resources Board. A copy of the NOI and SWPPP should be filed with the Colma Building Department prior to issuance of building and/or grading permits.

☐ Irrigation Water Management Plans

Water use for landscape irrigation purposes is regulated by state law. An Irrigation Water Management Plan (IWMP) is required for all projects where the cumulative land area of all landscaping exceeds 2,500 square feet. Exempted from these regulations are single-family homes unless constructed by a developer, and ecological restoration projects where a permanent irrigation system is not required. Cemeteries are exempt from water use regulations but they are required to maintain and repair their irrigation systems and to educate their maintenance crews to water efficiently. The IWMP is typically prepared by a landscape architect or contractor for submittal to the City along with the detailed landscape and irrigation plans for a project.

For projects in Colma, the maximum amount of water, from public and private sources, that can be used for landscape irrigation purposes is twenty (20) gallons per square foot per year. An additional three (3) gallons per square foot per year can be added to account for rainfall. Landscape and irrigation plans must identify the type of watering devices to be used, the volume of water to be delivered by each device, a seasonal irrigation schedule and an annual total for irrigation water that will be used. Guidelines for preparing Irrigation Water Management Plans are available from the City Planner.

☐ Building Code Compliance Analysis

Applications for new development and those for new uses in an existing building may be required to include a building code analysis to verify the intended building is suitable for the type of use that is proposed. Applications will be rejected, as incomplete, if the existing or proposed building does not meet standards for the proposed use. Regardless if a building can be shown to comply with the building code, the application could be denied if it is determined that the proposed use would be incompatible with other uses in the vicinity.

DEVELOPMENT REVIEW CHECKLIST

For projects which propose construction of new buildings, the following is a checklist for exhibits that may be required during the development review process. The initial discussion with the City Planner should give the applicant an idea as to all items that would be appropriate for a specific project or permit request. In certain situations, additional exhibits, materials or studies may be required after initial review of the application by City staff. **For applications which relate to a PD or DR project all items are required.** For conceptual review, a preliminary site plan (with project statistics), a conceptual grading plan, conceptual elevations and floor plans are necessary.

1) Site Plan, including the following:

- Scale, north arrow.
- Vicinity map.
- Property boundary, existing topography, drainage courses and landscape.
- Proposed buildings, streets (public / private), driveways, parking, refuse enclosures and sidewalks with pad and / or finish surface elevations. (Show typical required setbacks).
- Proposed vehicular / man gates, perimeter walls and fencing.
- Project statistics including but not limited to: no. of units / density (du/ac, pers./ac), amount of gross square feet for each type of use, lot coverage (buildings, hardscape, open space / landscape), off-street parking, private / common open space.

2) Schematic Architecture, including the following:

- Proposed floor plans for all levels of all buildings.
- Elevations for all buildings and structures. Show building heights, roof pitch and vertical separation between finish floor and adjacent grade.
- Design drawings for any accessory structures such as trellises, patios or trash enclosures.
- Proposed building face signage.
- Color and material samples or brochures.

3) Conceptual Landscape Plan, including the following:

- All existing landscape with designations for elements to be retained and/or removed.
- All proposed landscape including trees, shrubs and ground cover or turf areas. (Indicate types, sizes and quantities.)
- Depict all flatwork including driveways, walkways, patios and decks with typical dimensions, materials and any special enhancements.
- Locations and typical elevation / detail for all gates, fences and walls.
- Monument and / or wall mounted signage.
- Location and typical detail for street and walkway lighting.
- Any accessory structures such as trellises, arbors, portals and group mailboxes.
- Landscape and other screening treatments for transformers, back flow prevention devices, air conditioner compressors, group meter locations and trash enclosures.

4) Preliminary Grading Plan, including the following:

- The proposed site plan.
- Property boundary, topography, existing on-site landscape and structures and buildings on both the project site and surrounding parcels within 30 feet of the project site.
- Public rights of way, streets, alleys, sidewalks, medians (breaks), fire hydrants, telephone poles, traffic signals, street lights, cross walks and bus stops within 100 feet of the project site.
- Proposed street spot elevations, grades and grade breaks.
- All building pad, finish floor / surface elevations and their relation to the 100-year flood elevation.
- Conceptual drainage plan with detention area location and tie in to off-site drainage facilities.
- Sewer, water, gas, electrical and other utility off-site tie ins and proposed on-site infrastructure.
- The location of all retaining walls (heights) and cut / fill slopes (heights and gradients).
- Conceptual erosion and sediment control plan.
- Draft Geotechnical Investigation Report (stamped and signed).